

**RESOURCE DEVELOPMENT/FISCAL OVERSIGHT COMMITTEE
DETROIT HEALTH DEPARTMENT 420-B
Monday April 28, 2003
12:00 P.M. – 2: 00 P.M.**

MINUTES

The regular meeting of the Resources Development/Fiscal Oversight Committee of The Southeastern Michigan HIV/AIDS Council was called to order by Chair, Joy Schumacher, at 12:20 PM in room 420B of the Detroit Health Department on Monday April 28, 2003. The minutes of the last meeting, on 3/24, were read and approved pending clarification of several statements under 6. A. and the addition of Vendor under NEW BUSINESS.

Present

Joy Schumacher, Chair
Jonsea' Nelson
Leslie Wiggins
Waymond Burkes
Keith Meeks

Staff-SEMHAC

Joy Royes, Planning Coordinator
Karla Handley, Sr. Program Consultant

Staff-DHD

Cynthia Marshall, Coordinator, HIV/AIDS

OLD BUSINESS

Clarification was requested for some of the figures on the budget that were different from the original figures. Cynthia Marshall joined the meeting to answer questions from the committee, and explained that adjustments had been made to the budget by the Grantee.

The SEMHAC Coordinator, Joy Royes, developed the original budget, met with the Grantee, and based on suggested changes adjustments were made. The committee asked about some of the categories that were unclear, such as the definition of Operation Supplies. Cynthia explained that these numbers were actually for Training and Translation. In response to how the SEMHAC Budget has been handled in the past, Cynthia stated that this Committee has previously approved the budget, but did not develop it. The SEMHAC Coordinator has historically developed it, with this Committee approving the overall budget without looking at individual line items. Her belief is that this Committee is to oversee the Finances of the Council to make certain that it remains within the 5% budget which is allocated. The classes to be tracked are Salaries, Fringes, Travel, Supplies, Equipment, Contractual, and Other.

In response to a statement from Karla Handley, SEMHAC Consultant, that there seems to be confusion among committee members about their roles. Keith Meeks and others responded that they understood their roles, but that there has been much confusion concerning the information that the committee has been provided, which has made performing their duties difficult. Joy Royes joined the group and answered additional questions from the committee. Joy stated that the administration of Ryan White funds is the job of the Grantee, so the final numbers are not determined by SEMHAC. SEMHAC presents a budget, but the Grantee has veto power. Answering a question about the role of the Resource Development Committee in creating the budget, Cynthia responded that the level of expertise will determine how actively the committee is involved in the development as well as the monitoring. In the past, she believes that the role for development of the budget has been assigned to the SEMHAC Coordinator, although the Committee could do that if they wished to.

New Business

The **Resource Matrix** needs to be developed prior to the Prioritization and Allocation process which begins in August. The Matrix will contain information about other avenues available to providers to pay for Ryan White funded services. Cynthia Marshall will have that information available for this committee after the Condition Of Service has been submitted on July 31. The regularly scheduled meeting on August 11 will be changed to Monday August 4 in order to get a start on the RM. We will need HIV specific funding information, as well as a list of service categories that are funded through other sources. In addition, Cynthia stated that \$150,000 needs to be Reprioritized.

NEXT MEETING

The next meeting is June 30, 2003 from 12:00 – 2:00 PM in Room 420B.

THE MEETING ADJOURNED AT 1:50 PM.

Minutes transcribed by Karla Handley

Chair Signature _____ Date _____